



Cundall Manor School

Boarding Handbook
for Parents and Pupils
2023/24

A welcome to parents

We hope you find the answers to any questions you may have within this booklet, but if not, we are very happy to discuss things further.

Please contact us by emailing boarding@cundallmanor.org.uk, or telephoning the school on 01423 360200.

The school has a large number of other policies to guide its educational and care procedures. Information about these can be found on the website at www.cundallmanorschool.com

We look forward to welcoming your son/daughter into the boarding house.

Sarah and Tony Reece

A welcome to pupils

Allow us to introduce ourselves... we are Mr & Mrs Reece, the Houseparents at Cundall Manor School. We would like to welcome you to boarding at Cundall. This handbook aims to help you settle in and get to know our routines and what to expect.

If after reading this you still have questions, then please do not hesitate to ask any of the more experienced boarders or the Boarding House Staff. We are all here to help you.

Boarding at Cundall Manor School is very flexible. You may stay all term, all week, just for one night, or any number of nights in between. That means that each night will be slightly different, but what doesn't change is that you become part of our boarding family.

Who's Who?

Houseparents:

Tony and Sarah Reece, who live in the Boarding House with their two children, their dogs, cockatiels and a bearded dragon!



Assistant

Houseparent: Mr

Conyngham is on duty on Tuesday mornings and evenings, and sleeps in the accommodation in school on several nights a week.

Termly Boarders: These are pupils who stay at school every night of the week and over the weekend but go home during School Holidays

Weekly Boarders: These are pupils who stay at school every night of the week and go home at weekends.

Flexi-Boarders: These are pupils who stay on one, two, three or four nights a week.

Occasional Boarders: These are Boarders who might just stay in the Boarding House as a one- off, or a couple of times a term.

School Nurse: Mrs Lee has a surgery just off the Boarders Common Room on the first floor of the Boarding House.

Independent Listener: Reverend Bob is always happy to hear from you if you want to discuss anything with someone from outside school. His contact details are displayed on the noticeboards in the Boarding House.

Our Aims

We aim to provide you with everything you need: We want everyone to have a great experience in boarding, which includes comfortable accommodation, satisfying meals and enjoyable activities in a warm, happy and caring family environment. Because we want you to do the very best that you can in all your academic, sporting and extra-curricular endeavours, it is also our responsibility to make sure you get enough prep time, sleep, and any other support you need.

We aim to work with your parents and guardians: We like to let the people who care for you know what is going on in the Boarding House, by putting pictures on the school's social media, and publishing occasional newsletters. We like to hear from them as well, and there is a specific email address, boarding@cundallmanor.org.uk, that they can use to contact us. They can also ring the Boarding House on (01423) 360914 during evening hours.

We aim to live like a family: We live in the Boarding House with our own two children and all the other boarders. We share meals together, go on outings, do activities, and enjoy a hot chocolate at the end of each evening. There is a large Boarders' Common Room with a TV and Xbox, and a smaller one on the upstairs landing.

We aim to support your interests: We always want to know if you have particular academic, sporting, musical or other interests, and we will try to support you in all your endeavours.

We aim to have an atmosphere of mutual respect: It helps everybody if we are all respectful towards one another, and remember others' needs as well as our own. This could mean, for example, staying quiet when we know others are trying to work, or making sure that we are always speak kindly to each other.

We aim to treat you fairly: As far as we can, we want to make sure that you have the same comfort, great food and opportunities to participate in activities as everyone else.

It won't be long before you know everyone and feel at home.

Statement of Boarding Principles and Practice

Principles

Our boarding principles, on display in the boarding house and in the Boarding Policy, are:

- To provide accommodation, sustenance and care for termly, weekly, flexi- and occasional boarders at Cundall Manor School.
- To work in partnership with parents and guardians to provide a boarding experience that will be complementary to the home experience, and to nurture a warm, happy and caring family environment.
- To safeguard and promote the welfare of each boarder by trying to meet his/her intellectual, emotional, social and physical needs.
- To provide an environment in which all students feel valued, where there is an atmosphere of tolerance, trust and mutual respect, and where equality of opportunity exists.

Principles in Practice

Accommodation: We provide a standard of accommodation that is comfortable and suited to the needs of boarders, according to age and maturity.

Sustenance: Meals are provided which can sustain pupils through their busy school lives, catering for individual dietary requirements as necessary.

Care and meeting needs: Every aspect of the organisation of the boarding house is devised with the care of boarders in mind. More specifically, each boarder has an individual care plan, where records of incidents (positive and negative) and concerns are recorded in order to build up as full a picture as possible of the boarder's needs, and the action taken to meet those needs.

Partnership with parents and guardians: Parents receive a Boarding Handbook when their children start boarding, and news is published in the school newsletter. There is a specific boarding email address for boarding specific queries and communication between Houseparents and

parents/guardians is frequent. In addition, parents can ring the boarding house during evening hours. The phone number is (01423) 360914. The email address is boarding@cundallmanor.org.uk

A family environment: The Houseparents live in the Boarding House with their own children. Mealtimes and supper are enjoyed together, and activities include as wide an age range as possible. Boarders are encouraged to socialise in the Common Room during free time, or outside when the weather allows.

An environment where all feel valued: Cundall Manor is all about celebrating the individual. Through informal conversations with boarders, and information received from other staff, the Houseparents will find out about the interests and talents of individual boarders and make the effort to support them in these, for example by finding time for music practice, or spectating at sports matches.

An atmosphere of tolerance, trust and mutual respect: We actively promote the development of co-operative, mutually respectful and supportive relationships between boarders and between boarders and staff, encouraging them to find their own solutions to problems and to have consideration for others.

Equality of opportunity: The Houseparents strive as far as possible to ensure that boarders, regardless of race, colour, nationality, ethnic origin, gender, sexual orientation, disability, political views or religious beliefs, have equal access to high-quality boarding provision and care, and are treated as individuals with individual needs, in line with the Cundall Manor Equal Opportunities Policy.

Living in the boarding house

As a boarder you are lucky enough to be housed in the main building, where there is a large Boarders' Common Room with kitchenette. There is a TV, games console, a selection of board games, pool table and table football. A second common room is located on the top floor.

There are additional work and social spaces on the landings. Boarders can use the library and the music practice rooms in the evening, as long as these are used responsibly. And don't forget the 28 acres of land with views over the Yorkshire Countryside. The swimming pool is a popular asset that our boarders love to use.

Where will I sleep?

The accommodation is arranged on two floors. The first floor houses four girls' rooms and the main Common Room. On the second floor there are four boys' rooms and the second Common Room.

You will be provided with a bed and dedicated storage facilities in a room with others of similar age. Boys and girls are accommodated separately. Rooms and beds are assigned depending on the number of requests that are received at the beginning of each term, and older Boarders will be assigned beds with their own individual work spaces wherever possible.

Noticeboards are securely fastened to the wall beside the beds and we encourage you to personalise your space with posters, photos and fairy lights if desired.



When you arrive you will be allocated a room, in the vast majority of cases sharing with others. Every effort is made to keep friendship groups together. However, this is not always possible, and we hope to encourage new friendships as well as promote existing ones.

Any proposed room changes can be discussed with Houseparents and we will do what we can.

Privacy of Accommodation

To ensure your privacy and belongings are respected, the boarding bedrooms are out of bounds during the day, unless permission is sought from the Houseparents. The Common Room is shared by Year 11 pupils at break times. Pupils may return to the Boarding House after prep, at 6.00pm.

While we understand that parents like to see the rooms in which their children will be sleeping, they should not be in bedrooms without the permission and supervision of a Houseparent.

Food and Drink

Breakfast and dinner, catering to pupils' individual dietary requirements, are supplied each day. All breakfasts have a cooked element as part of the choice available. Food is provided for those arriving late and missing meals due to activities.

A ready supply of fresh fruit, snacks, toast, hot/ cold drinks are available during each evening, and water is available at all times.

Cleaning and maintenance

The boarding accommodation is cleaned daily, and any maintenance issues reported by Boarders, the Housekeeper or the Houseparents will be reported to the maintenance team. We also encourage pupils to notify us of any damage immediately.

If Boarders bring in any electrical equipment this will be checked for safety, and PAT tested if over 12 months old.

Routines

Beginning and End of Term Arrangements

The dates and times for Boarders to return to the house after holidays are published in the School Calendar.

Leaving before the end of term can be arranged in the same way as any other absence, by parents seeking permission for absence from the Head, and informing the Houseparents in writing.

Weekly Routines

Weekly boarders may arrive on Sunday nights or Monday mornings.

For those going home on Saturday mornings, they are collected from the boarding house at 9:30, or after Saturday school at 12:30.

Exeat Weekends

The timings of exeat weekends are published in the School Calendar. Usually the Boarding House closes at 4:00pm on the Friday of an exeat weekend, and reopens on Sunday night for Weekly Boarders or Monday morning for flexi- and occasional boarders.

Daily Routine

7:30am Wake-up

8:00am Breakfast in the school dining room

8:20am Room check

8:25am Leave for registration

5:00pm Prep in Senior School classrooms

6:00pm Tea

6:20pm House notices/meeting

6:30pm Get changed, make beds, music practice

7:00pm Activities for Yrs 3-9. Prep for Yrs 10-11

8:00pm Return to house. Supper: toast, fruit, cereal and hot chocolate is always available

Bedtime can vary depending on age, how tired pupils seem and how long they usually take to get to sleep! Based on NHS recommended sleep times, this is an approximate guide:

Years 3-4: In rooms 8:30pm, lights out 8:45pm, quiet 9:00pm

Years 5-6: In rooms 9:00pm, lights out 9:15pm, quiet 9:30pm

Years 7-8: In rooms 9:30pm, lights out 9:45pm, quiet 10:00pm

Years 9-11: In rooms 10:00pm, lights out 10:15pm, quiet 10:30pm



Activities, Trips and Free Time



Cundall is a busy school and “down time” is essential. The School has 28 acres of grounds, a sports hall, tennis court and pitches for games. All are available for the use of the Boarders during free time, though some are only available when supervised by a member of staff. Boarders have filtered access to the internet using their Chromebooks over the school’s WiFi. A TV, games consoles and a selection of board games are available as well as pool table and table football.

A wide range of books are also available in the School Library, to which the Boarders have access. In addition, the Boarders are welcome to use the music practice rooms.

Activities take place each night, organised either by a Houseparent or a member of the duty staff. The activity programme is planned to be balanced, appealing to different skill sets; some providing pure relaxation and fun, in other cases pushing pupils out of their comfort zones and engaging them in new experiences. All pupils in Years 3-9 are expected to participate in

activities, unless a member of staff deems it appropriate for them to do something else (e.g. finish prep). Senior School pupils may choose to do so if their prep is finished, although not in the lead up to exams, when revision is expected.

Trips take place on Friday evenings, and occasionally at other times in the week. These may include visits to the local cinema, bowling, trampolining, climbing, the beach or a playground.

During your free time you could:

- Play outside if it is light
- Play in the gym
- Play pool or table football
- Play a board game
- Watch TV
- Play games on our consoles
- Play board games
- Read
- Do some music practice

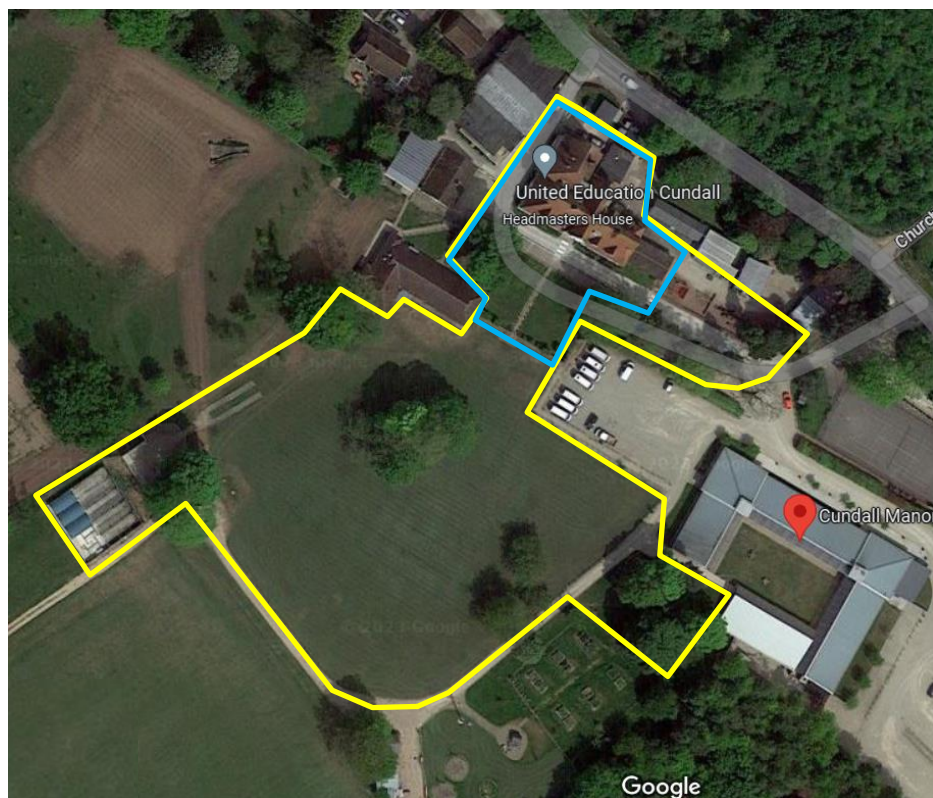


Boundaries

In the evenings we have the whole school to ourselves, but it is really important that you sign out so that we know where you are, and that you come back if you hear the bell go.

Blue – in bounds during hours of darkness

Yellow – in bounds during daylight

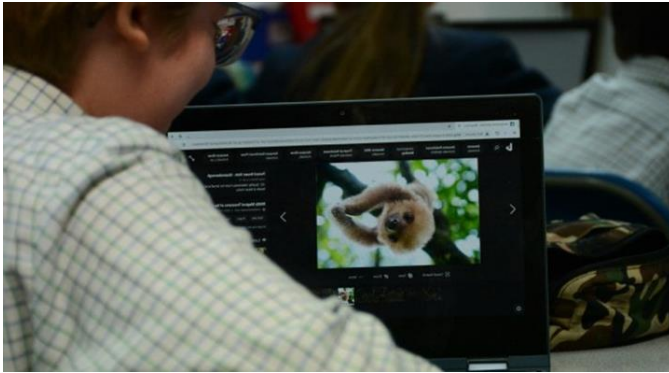


Fire Safety

All new boarders will receive a briefing on fire safety, escape routes and what to do if the alarm sounds, but the main points are below:

- Always make sure that floors and doorways are clear, so that everyone can escape as quickly as possible if the fire alarm should sound.
- If you hear the fire alarm sound during boarding hours, exit the building by the nearest available escape route, closing all doors behind you. Make your way to the muster point in the sheltered area next to BG16 and BG17 classrooms.
- If you discover a fire, close the door to the room where the fire is, sound the fire alarm as quickly as you can, and call the fire brigade once you are out of the building.

Fire safety is the most important reason for letting the House Staff know where you are at all times. You **MUST** sign out if leaving the building during boarding hours, and we must be able to find you promptly.



Phones and Internet

You are able to contact your parents whenever you wish. That said, we hope that you will feel settled and happy

enough that you don't feel that you need to phone on a very frequent basis. Your parents will love to hear if you have had a particular success, and likewise will want to help you talk through things if you have had a difficult day.

Senior School boarders are permitted to have their own mobile phones and 4G access to the internet. It is recognised that phones can be used for help during prep, for quickly looking something up or for listening to music, but use of phones during prep is at the discretion of the duty staff and they will be removed if they are seen to be a distraction. All mobile phones, laptops, tablets etc. are to be handed in to the Houseparents at bedtime and are returned the next morning.

If you are a pupil in Years 1 to 8, you are not allowed to have your own phone in school, but you have access to a cordless phone which can be taken to an area to talk in private if necessary. We just ask that you are considerate with the phone and don't stay on it too long when others might be waiting to use it.

Parents can ring the Boarding House during evening hours, on (01423) 360 914. In addition to this you may use your Chromebook during your free time, using the school's filtered Wi-fi connection.

Boarders Possessions

Clothing and personal possessions

All clothing brought to school is pupils' personal responsibility, and should be clearly marked with name tapes, and footwear named with an indelible marker. Other items should also be clearly named, especially calculators etc. Pupils should not borrow things from other pupils as this can easily lead to misplacement.

Protection for Boarders' personal possessions

We have lockers where Boarders can keep valuables, and anything particularly valuable should be handed over to Houseparents to be kept in the safe.

Laundry

Termly and Weekly Boarders have their laundry done at school. All clothes should be named. Usually flexi and occasional Boarders have their laundry done at home, but if items need washing urgently (e.g. for a sports match), the Houseparents are happy to help.



If something is wrong

We really want you to tell someone if you are unhappy about anything, or if you feel that something is not quite right. There are many people who will be happy to help you:

- Your parents
- Your Houseparents
- Your Form Teacher
- Any other member of staff you trust
- An older pupil
- Our Independent Listener, Rev Bob Sidgewick (01765 603 309)
- Childline (phone 0800 1111)
- The Office of the Children's Commissioner runs an organisation called Help at Hand which gives free support, advice and information to children living away from home. The website is childrenscommissioner.gov.uk/help-at-hand or T: 0800 528 0731.
- Childline T: 0800 1111



Details of the people who may be approached are displayed in every bedroom.

If you feel that you have asked for help with your problem, but it hasn't been sorted out, you can formally make a complaint by writing to Mr James-Roll. Our Headmaster, or another senior member of staff, will talk through the problem with you. You can always have a friend or trusted adult (an **advocate**) with you at one of these talks.

Our complaints policy can be found at www.cundallmanorschool.com/policies

Having your say

We always want you to feel that you can talk to us about any issue at any time, but there are several times which are specifically put aside to let you know what is going on, or to get your views.

House Meetings

After tea each day we have a quick chat with you about anything that is going on in the house, as well as the plan that evening for prep and activities.

Supper

A good opportunity each evening for an informal chat with your friends and with the Houseparents.

Pupil Committee Meetings

You can ask your form representative to bring up any issues to do with boarding at the regular pupil committee meetings.

The Boarders' Annual Survey

Once a year, usually in the second half of the Lent term, we will give you a survey to fill in so that you can present your views on how things have been going in the house. These surveys are anonymous, so you can say anything without being worried that we will know it is you!

Support

Our Family System

We aim to live like a family and to encourage happy relationships between Boarders as well as building trust between Boarders and members of staff. We hope you will see that you can depend on our support, and that this in turn will help you to develop security and independence.

The Houseparents look for opportunities, and are always available, to chat to individuals and small groups of Boarders on their return from school, over

supper and during free time in the evening. We are here to support and problem-solve with you.

Where it is seen to be appropriate, an older Boarder may be asked to support a younger Boarder in some way, such as might be the case with an older sibling. Older Boarders are expected to behave as responsible older siblings would, setting a good example and reporting concerns as they arise.

Everything is flexible and open for discussion. Boarders are routinely involved in decisions and kept informed about developments having a bearing on the house



Feeling unwell?

Promotion of physical health and emotional well-being

The school promotes a healthy lifestyle which includes regular participation in sport and the provision of balanced nutrition, as well as the encouragement to make healthy eating choices.

Encouraging positive social relationships, giving support with academic work and engaging pupils in stimulating activities are ways in which the Boarding House promotes good mental health. Houseparents encourage regular communication and the discussion of issues, and operate an open-door policy.

Care of Boarders who are unwell

If you feel unwell, either report to the School Nurse or inform a Houseparent that you do not feel well enough to go to the School Nurse. The Houseparent will then advise the School Nurse and let your Form Teacher know so that the reason for absence can be recorded on the school register.

If you are unwell in the night we may move you into the Nurse's Room so that we can keep a closer eye on you. and you will be monitored without disturbing the other Boarders. However, parents are of course welcome to take Boarders home if they are unwell.

Medicines

The Houseparents keep a supply of home remedies for minor ailments. Medication such as paracetamol is kept in a secure cabinet in the School Nurse's surgery. Before giving any such medication to pupils, their school medical record will be checked to ensure that parental permission has been given, and that no known allergies exist. Records are always kept of medication administered.

All medicines brought into school must be handed in to the school office, School Nurse or Houseparents. They must be kept locked away in the metal medicine cabinet in Nurse's surgery. This is to make sure that you don't have too much, and that no-one else can get access to your medicine. The staff will make sure that you have your medicine when you need it.

Courses of prescribed medicines must be in their original packaging with prescription instructions. They will only be issued according to the prescribing doctor's prescription.

Usually we do not advise that boarders keep their own medicine. However, when dealing with a long-term health condition we will make a decision on a case-by-case basis on whether pupils may keep possession and self-administer, in discussion with parents. In all cases, medicines must be kept locked away from other pupils.

Care of those with chronic conditions and disabilities

Houseparents will make every effort to accommodate pupils with existing medical conditions, and to help pupils manage them when necessary.

If you have a long-term medical condition then we will do all we can to support you. Just talk to us about what would be of help.

First Aid

At all times, at least one member of the Boarding Team on duty will be first aid qualified. Expert medical advice will of course be sought if necessary.

Access to local medical services

Most Boarders live locally and choose to see their own GPs and dentists, accompanied by their parents. It is also possible, in exceptional circumstances, for a Houseparent to take a pupil to see his/her own GP if deemed necessary.

In the case of a Boarder who does not live locally, Topcliffe Surgery can provide temporary emergency GP treatment.

What do Boarders Need?

Weekly, Termly and Regular Flexi-Boarders

A duvet and pillow with bedlinen (undersheets are provided by school, but pupils may bring their own if preferred)

Occasional Boarders

Boarders who are unlikely to stay often may just bring in a duvet cover and pillowcase, and borrow the school's bedding, or even bring a sleeping bag if unused to making up their own beds.

All Boarders

- Pyjamas
- Wash kit including shampoo/towel
- Casual clothes for the evening
- Uniform and clean underwear for as many days as needed

It is presumed that pupils will have games/ swimming kit and waterproof coats in school.

Boarders *may* also bring:

- Photos, small posters etc. to personalise their space
- Comfort toys
- Books, magazines, cards or other small games
- Electronics if in Years 9-11



Code of Behaviour

What do we expect of our Boarders?

We expect our pupils to be well-mannered, responsible, and to consider the needs of others in the boarding family. Any behaviour which might be reasonably considered ill-mannered or antisocial is unacceptable.

Pupils must carry out the instructions given to them by members of staff and older Boarders acting with the knowledge and consent of members of staff.

Younger pupils should be supported by older Boarders who must set a good example in regard to manners, attitude and behaviour.

No boys are allowed in girls' rooms, and girls are not allowed in boys' rooms.

Enjoy and achieve!

